

Sample CTE Approval Letter

January 21, 2001

Ms. Janet Jones
9-1-1 Coordinator
Central Region 9-1-1
Unionville, New Jersey 07777

**CTE Number
Assignment**

RE: CTE – 01-010 (A - C)

**Number of
Hours
Approved**

Dear Ms. Jones:

The Office of Emergency Telecommunications Services (OETS) has received the course outline for the proposed annual in-service training program to be offered by your agency for 2001. I am pleased to advise you that the topics submitted for consideration of Continuing Telecommunicator Education (CTE) credits have been reviewed and found to meet the criteria for CTE credit as follows:

- A) TTY Training: 3 hours EMD-CTE Credit as per Policy 2.3-IV.A.1 and A.2
- B) Review PSAP Inquiry Forms: 1 hour Basic In Service-CTE Credit as per Policy 2.4 IV.1, A.2 and F.1
- C) Quality Assurance Call Review: 4 hours EMD-CTE Credit as per Policy 2.3-IV.A.1, A.2 and F.1

The NENA Conference has a pre-assigned CTE Number, the session indicated on your request has been assigned CTE-005-D and is valid for 1.5 hours of EMD-CTE credit.

Please feel free to contact our office should you have any questions on this matter.

Sincerely,

Bonnie J. Hueg

Bonnie J. Hueg, OETS
Coordinator ETS

**Basis for
Approval**

**Type of In-service
Credit**